

Module 9

Chapter 3

NAF RPA

Chapter Overview

Introduction This chapter describes the NAF RPA and the taskflow buttons to access unique NAF Descriptive Data Fields (DDF)s.

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Before You Begin The NAF RPA is similar to the appropriated RPA. The NAF RPA is used for the Army DA Form 3434 and the Air Force Form 2545.

NAF RPA

Purpose	This section describes the NAF RPA. Army and Air Force have a separate RPA Navigation List.
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Responsibility	CIVDOD NAF HR MANAGER (ARMY) Navigation Path □ <i>Req for NAF Personnel Action</i> □ <i>Appointment</i> □ <Open>
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Responsibility	CIVDOD NAF HR MANAGER (AF) Navigation Path □ <i>Req for NAF Personnel Action</i> □ <i>Appointment</i> □ <Open>
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NAF RPA, Continued

NAF RPA

Page 1 of 4 of a NAF Army Appointment:

Request for Personnel Action (NAF Army Appointment, Routing Group: CIVDODHR)

Change Family Refresh Status

Requesting Info Position Data Employee And Position Data Remarks And Address

PART A - Requesting Office

1 Actions Requested **NAF Army Appointment** 2 Request Number

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of Request for Personnel Action

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION **SECOND ACTION**

5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

History Extra Information Person Position Others...

Page 2 or 4:

Request for Personnel Action (NAF Army Appointment, Routing Group: CIVDODHR)

Employee SSN Nature of Action

Requesting Info Position Data Employee And Position Data Remarks And Address

FROM INFORMATION **TO INFORMATION**

7 Position Title Number Seq No 15 Position Title Number Seq No

8 Pay Plan 9 Occ Code 10 Grade or Level 16 Pay Plan 17 Occ Code 18 Grade or Level

11 Step or Rate 12 Employment Category 19 Step or Rate 20 Employment Category

12A Basic Pay 12B Standard NAFI Number 20A Basic Pay 20B Standard NAFI Number

13 Pay Basis 21 Pay Basis

14 Name and Location of Position's Organization 22 Name and Location of Position's Organization

History Extra Information Person Position Others...

Continued on next page

NAF RPA, Continued

NAF RPA (Cont)

Page 3 of 4:

Request for Personnel Action (NAF Army Appointment, Routing Group: CIVDODHR)

Employee SSN Nature of Action

Requesting Info Position Data Employee And Position Data Remarks And Address

EMPLOYEE DATA

23 Veterans Preference 24 Family Member Employment Pref 25 Assigned Shift

26 AF Group Health Insurance 27 Annuitant Indicator 28 Pay Rate Determinant

29 Retirement Code 30 SCD Leave 31 SCD LOS 32 SCD BBA 33 AF Group Life Insurance

34 Military Status 35 Dependent Status 36 Guaranteed Wk Hrs 37 Qtr Hrs

POSITION DATA

38 FLSA Category 39 Bargaining Unit Status

40 Duty Station Code 41 Duty Station (City - County - State or Overseas Location)

42 Educational Level

43 Citizenship 44 Supervisory Status

History Extra Information Person Position Others...

Page 4 of 4:

Request for Personnel Action (NAF Army Appointment, Routing Group: CIVDODHR)

Employee SSN Nature of Action

Requesting Info Position Data Employee And Position Data Remarks And Address

PART D - Remarks by Requesting Office
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)
☐ Yes ☐ No

PART E - Employee Resignation/Retirement
Reasons for Resignation/Retirement

Forwarding Address City State

Zip Code Country []

PART F - Remarks

Code	Description	Required
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

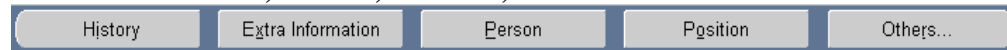
History Extra Information Person Position Others...

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NAF RPA, Continued

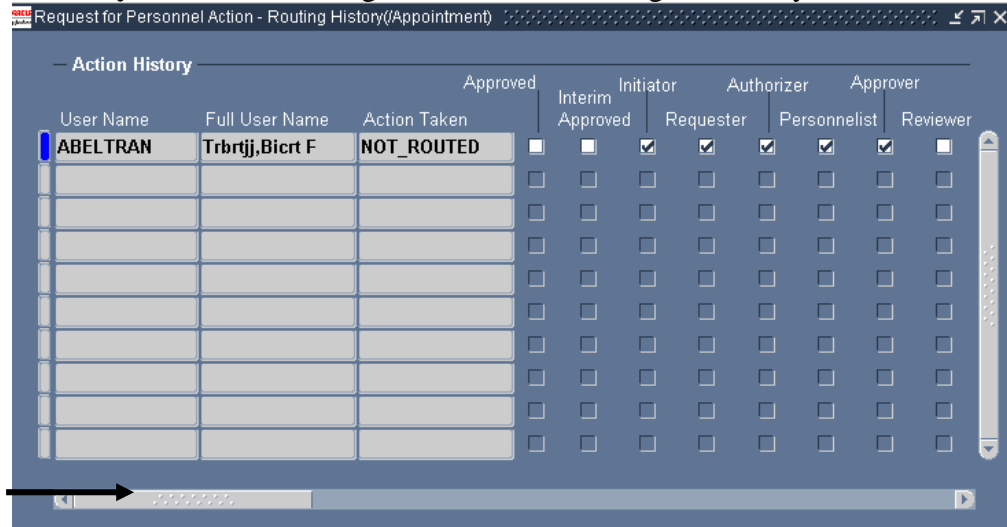
Taskflow Buttons

There are five Taskflow Buttons at the bottom of the NAF RPA: **History**, **Extra Information**, **Person**, **Position**, and **Others**.

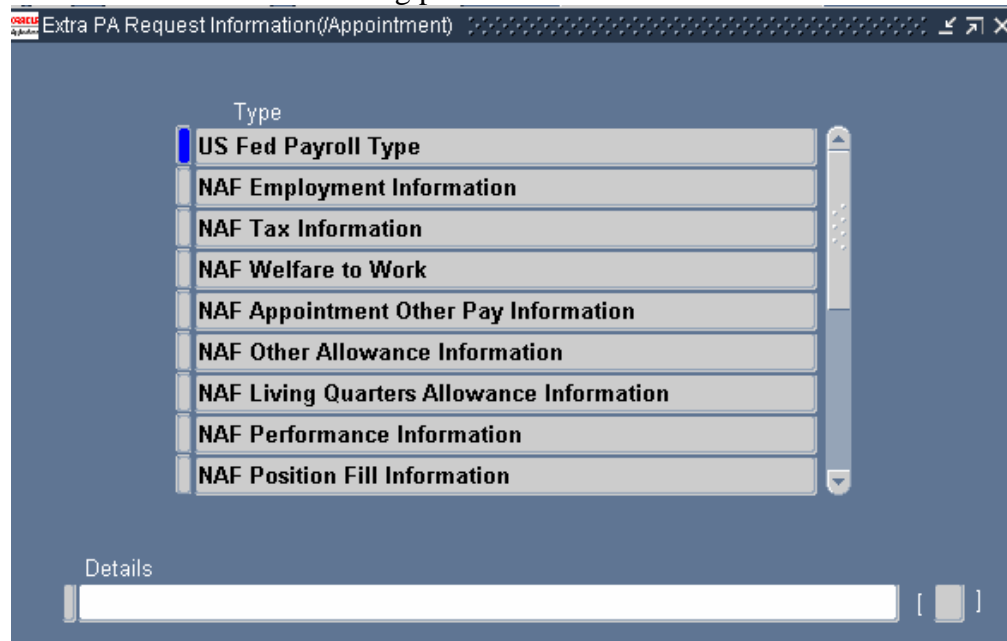


Taskflow Buttons

<History>: Scroll to the right to continue viewing the history of the RPA:



<Extra Information>: These are single occurring fields and store most of the employee information. There are 19 **NAF Extra Information Types** (Flexfields) for Army and 20 for Air Force. You will only see the types associated with the NOA being processed.



The following flexfields display with an Army NAF Appointment:

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NAF RPA, Continued

Accessing the Extra Information Flexfields

Step	Action
1	Select US Fed Payroll Type from the Extra Information list.
2	Click in the <i>Details</i> Box. The US Fed Payroll Type window opens.
3	Click the LOV icon to make a selection. Click the <OK> button to update the flexfield.

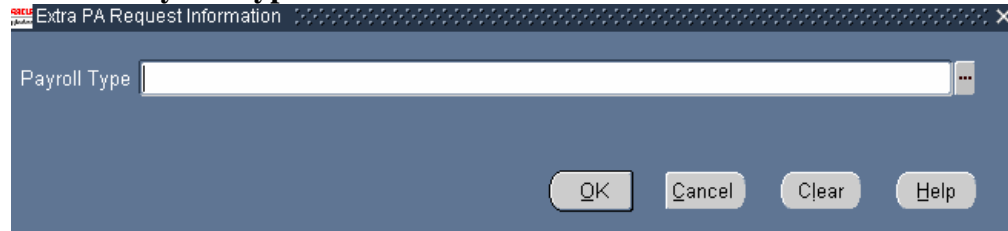
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NAF RPA, Continued

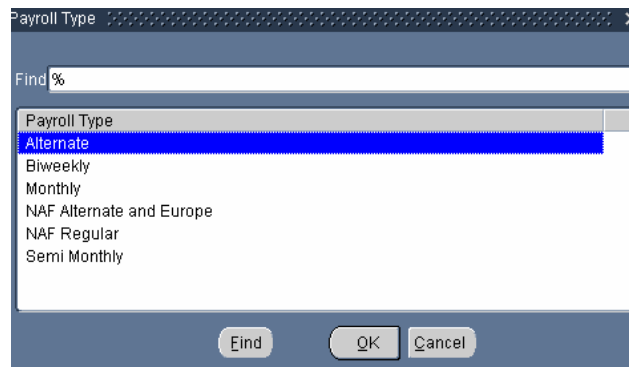
Flexfields Used with All NAF Appointment Actions

Use the above steps to access and view the remaining flexfields.

US Gov Payroll Type:



The screenshot shows a window titled 'Extra PA Request Information'. Inside, there is a label 'Payroll Type' followed by a text input field. At the bottom of the window, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.



The screenshot shows a 'Payroll Type' dropdown menu. The menu is open, displaying a list of options: 'Alternate', 'Biweekly', 'Monthly', 'NAF Alternate and Europe', 'NAF Regular', and 'Semi Monthly'. The 'Alternate' option is currently selected and highlighted in blue. At the bottom of the dropdown, there are three buttons: 'Find', 'OK', and 'Cancel'.



Note: Army NAF uses only “NAF Alternate and Europe;”+ NAF Regular.
AF NAF uses only “Alternate.”

NAF Employment Info:

Note:

- **Handicap Code** auto-populates with the most common value. You should review and change as required.
- **Race and National Origin** is a mandatory entry for Army NAF.

NAF Tax Info:

NAF Welfare to Work:

NAF Appointment Other Pay Info:

NAF Other Allowance Info

NAF Living Quarters Allowance

NAF Performance Info:

NAF Position Fill Info:

AR NAF Benefits Info: (Army only)

NAF Citizenship:

NAF Military Reserve:

NAF Military Status:

NAF Retained Grade:

Continued on next page

NAF RPA, Continued

Flexfields Used with All NAF Appointment Actions (continued)**US Gov Retained Grade:****Retirement Information:****NAF Shift Salary Information****NAF WGI Information:****AF NAF Benefits Info:** (Air Force only)**AF NAF Awards Info:** (Air Force only)**AF Insurance:** (Air Force only)

NAF RPA, Continued

Remaining Taskflow Buttons

<Person>: Displays the **People** window. There are five taskflow buttons which can be used to view information only. To update these flexfields, refer to:

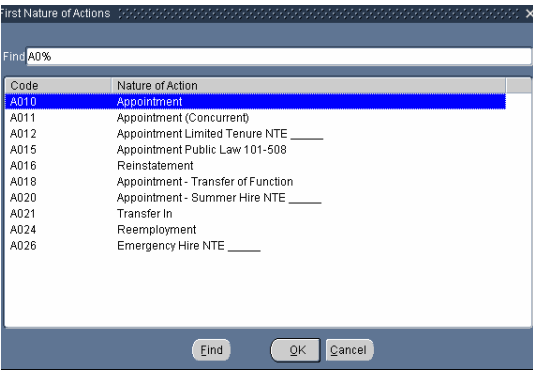
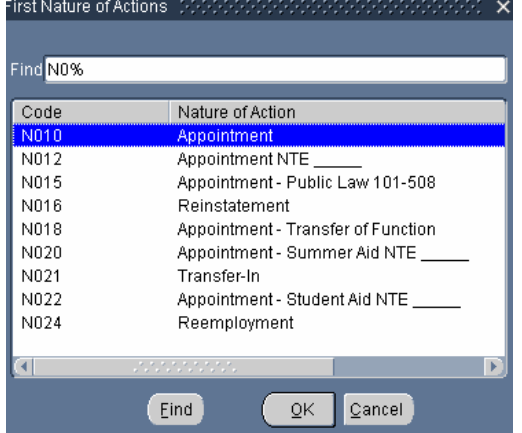
- Module 1, Fundamentals:
Chap 5, Updating and Viewing the Employee Record.
- Chapter 4, Updating and Viewing NAF Employee Records, in this module.

<Position>: Displays the **Position** window for viewing position data. Refer to: Module 2, Chapter 1, Building Positions for updating position data and Chapter 2, Building a NAF Position in this module.

<Others>: N/A

NAF NOAs

NAF NOAs begin with a prefix (A=Army; N= AF).

Action	Army NOAs	Air Force NOAs
Appointment		
	Extension	Extension
	Non Pay	Non Pay
	Pay Actions	Pay Actions
	Place Person	Place Person
	Separation	Separation
	N/A	Retirement
	N/A	Insurance

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NAF RPA, Continued

NOAs with Specific NAF Actions

Navigation List	Army NOA Code	Air Force NOA Code	Nature of Action
Change Actions:			
Military Status	A070	N070	Change in Military Status
SCD	A071	N071	Change in Service Computation Date
Citizenship	A095	N095	Change in Citizenship
Dependent Status (AF Only)	N/A	N076	Change in Dependent Status
Family Status (Army Only)	A076	N/A	Change in Family Member Status
Guaranteed Hours (AF Only)	N/A	N895	Change in Guaranteed Hours
Hours (Army Only)	A782	N/A	Change in Hours
Name Change	A072	N072	Name Change
Completion of Prob Period	A077	N077	Completion of Probationary Period
Realignment*	A096	N096	(Realignment of one employee)
Return to Duty	A088	N088	Return to Duty
Recruit/Fill**	A999	N999	Manager Initiated Personnel Action
Position Changes:			
Position Nbr	A099	N099	Change in Position Number (CPCN)
NAFI Number (Army Only)	A097	N/A	Change of Standard NAFI Number
Occupational Code	A094	N094	Change in Occupational Code
Position Title	A093	N093	Change in Position Title
Tip Offset	A081	N081	Change in Tip Offset


* ** Currently all actions are initiated by the Personnel Office.



Note: As you complete the **Extra Information** flexfields, **save** the RPA to your in box at least one time.

Saving and Routing the RPA

Saving your RPA

Click the Save  icon to save your RPA action.

Or

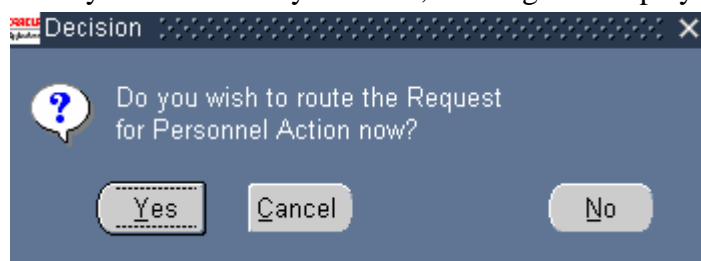
On the Main Menu Bar, click **File** ▢ **Save**.

Or

Click **File** ▢ **Save and Proceed**.

Routing the Request for Personnel Action

Once you have saved your RPA, a dialog box displays.



Click <**C**ancel> to stop the process and return to the RPA.

Or

Click <**N**o> to save your action to this point and return to the RPA.

Or

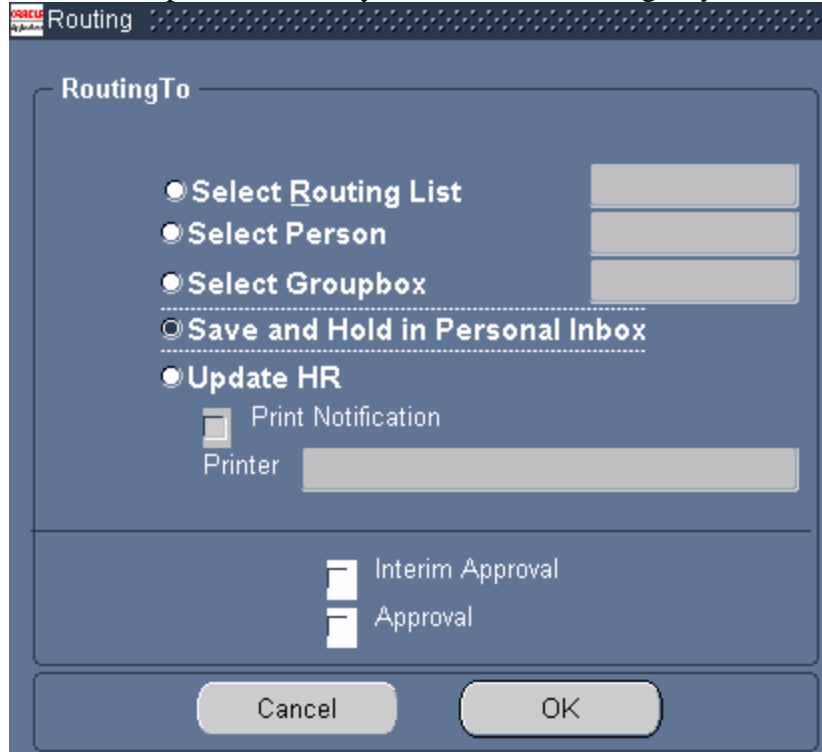
Click <**Y**es> to display the **Routing** window.

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Saving and Routing the RPA, Continued

Routing Window

The **Routing** Window gives you several options for processing your RPA. Select the correct option based on your role in the routing of your RPA.

The screenshot shows the 'Routing' window with a title bar that includes the 'OSBCL' logo and the word 'Routing'. The window has a 'RoutingTo' label at the top. Below this, there are five radio button options: 'Select Routing List', 'Select Person', 'Select Groupbox', 'Save and Hold in Personal Inbox', and 'Update HR'. To the right of the first three options are text input fields. Below these options is a 'Print Notification' checkbox and a 'Printer' text input field. At the bottom of the main area are two checkboxes labeled 'Interim Approval' and 'Approval'. The window concludes with 'Cancel' and 'OK' buttons at the bottom.


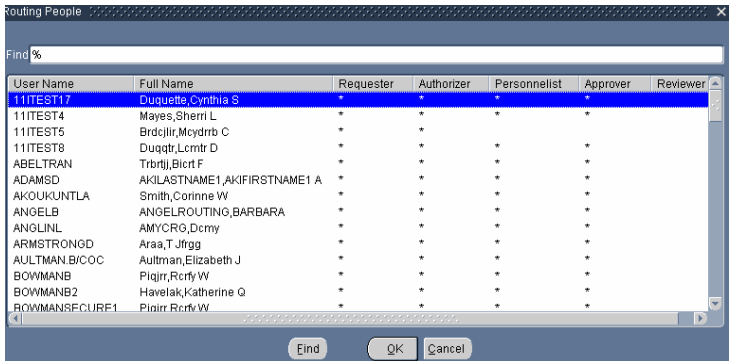
Notes:

- The application defaults to the **Save and Hold in Personal Inbox** option.
- Some of the options in the **Routing** window may be grayed out based on your role and responsibility.

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Saving and Routing the RPA, Continued

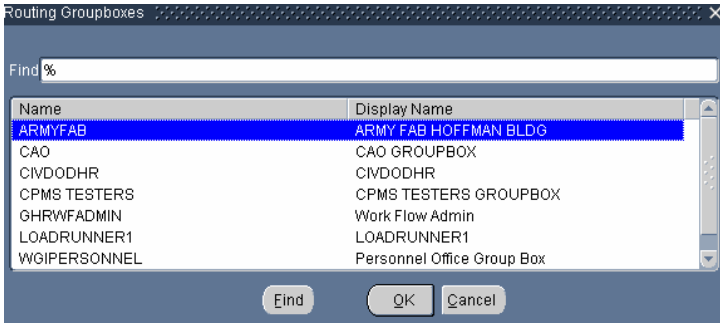
Routing Window (continued)

Routing To Region	Description/Function
Select Routing List	<p>Click <i>Select Routing List</i> then click the LOV icon to display a Routing Lists window select a predetermined sequence of recipients. The listing defines the order in which a personal inbox or groupbox receives the workflow notification.</p>  <p>Select the correct routing list then click the <OK> button to populate the data field. Then click the <OK> button on the Routing window to route the action.</p>
Select Person	<p>Click <i>Select Person</i> then click the LOV icon to display a Routing People window to route the action with a listing of individuals based on their role.</p> <p>Select the correct individual to route the action too. Click the <OK> button to populate the data field Then click the <OK> button on the Routing window to route the action to the correct person.</p> 

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Saving and Routing the RPA, Continued

Routing Window (continued)

Routing To Region	Description/Function
Select Groupbox	<p>Click the <i>Select Groupbox</i> then click the LOV icon to display Routing Groupboxes window. A groupbox contains a group of people who share a common function in the RPA process. The Groupbox could contain members of an office, branch, workgroup, etc. Each Groupbox member's role is individually defined and may or may not be identical to the roles of other Groupbox members.</p>  <p>Select the correct Groupbox for routing the action based on its role in the RPA process. Click the <OK> button to populate the data field. Then click the <OK> button on the Routing window to route the action.</p>
Save and Hold in Personal Inbox	<p>Select this option if you have not finished working on the RPA action. It will be saved in your Civilian Inbox. You can then select and complete the RPA action at a later time.</p> <p>Click the <OK> button to save the RPA to your workflow Inbox.</p> <p>Notes:</p> <ul style="list-style-type: none"> The system automatically defaults to the Save and Hold in Personal Inbox option. <p>You <u>must</u> save the action to your Inbox in order to query the RPA from your Inbox after the action has processed.</p>

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Routing Window (continued)


Routing To Region	Description/Function
Update HR 	<p>You can select <i>Update HR</i> <u>only</u> if you have the assigned role and responsibility of updating the modern DCPDS database. This procedure will generate a Notification of Personnel Action (NPA). The modern DCPDS applies the RPA data to the appropriate position and personnel records, replacing existing information with the new information.</p> <p>Clicking <i>Update HR</i> automatically places an “X” in the <i>Print Notification</i> box if the effective date on the RPA is current or a past date. You do not have to print a Notification of Personnel Action at this time; therefore, you can deselect the print option. You can print the personnel action at a later time.</p> <p>NAF activities and other users of NPAs with four-character NOAs must deselect the <i>Print Notification</i> box to get the action to print. It will default to your printer on the effective date of the action.</p> <p>Note: The modern DCPDS application does an edit check on the RPA action when the <i>Update HR</i> option is clicked, notifying you of corrections that need to be made before any Update HR can occur.</p>
Print Notification	Discussed in the next procedure of this chapter.
Approval	<p>Click the <i>Approval</i> box on the Routing Window if you are assigned the role of <i>Approver</i>.</p> <p>Note: As an <i>Approver</i>, you can submit the RPA to Update HR, print the Notification for Personnel Action, return the RPA to the initiator to make changes and resubmit, or return the RPA to the Authorizer to make changes and resubmit or to a personnelist to finalize</p>
Interim Approval	The use of this function is dependent on Component business rules.
<Cancel>	Click <Cancel> to stop the process and return to the RPA.
<OK>	<p>Click the <OK> button to process the action and <i>Update HR</i> or to route the action to another inbox.</p> <p>Note: Follow the instructions if an Error Message</p>

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Printing the RPA/NPA


Printing

There are several methods you can use to print the RPA or NPA.

1. On the Main Menu Bar click **File**  **Print**.
2. Click the Print button on the Toolbar.
3. Print a Request for Personnel Action or a Notification of Personnel Action from the **Routing** window.
4. For the DoD Customized NOAs, use the **Routing** window to deselect the “X” in the **Print Notification** Window. It will default to the user’s printer.

Printing from the Routing Window

This print action is performed when you *Update HR* from the **Routing** Window.

Routing To	Description/Function
Print Notification	Click the box next to Print Notification . The system places an “X” in the box and the Printer data field is highlighted.
Printer	<p>Click in the Printer data field, a Printers window opens listing all the printers that the system administrator has made available. Click the correct printer and click <OK> to automatically populate the printer data field.</p> <p>Click the <OK> button on the Routing window to print the action.</p> <p> Note: You cannot print a future action with a future effective date.</p>

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Printing the RPA/NPA, Continued

Printing from the Menu Bar or the Toolbar

- Click **File** ▢ **Print** on the Main Menu Bar or click the **Print** button on the Toolbar.
 - The **Printing** window displays. You have the option of printing the Request for Personnel Action (RPA). The Notification of Personnel Action (NPA) is grayed out until on or after the effective date of a finalized personnel action.
 - Click your selection based on the action you are completing.
 - Click the **Printer** data block to display a listing of printer options. Click the correct printer and click the <OK> button to automatically populate the **Printer** data field.
 - Click the <OK> button on the **Printing** window to print the action. A **Note** window displays with information about your printing request.
 - Click the <OK> button.
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